FATALITY MANAGEMENT VICTIM INFORMATION CENTER TEAM LEADER

RESOURCE CATEGORY	Medical and Public Health
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Fatality Management (FM) Victim Information Center (VIC) Team Leader establishes the VIC and if activated, manages a call center
COMPOSITION AND ORDERING SPECIFICATIONS	1. This position can be ordered as a single resource or in conjunction with a NIMS typed team (Fatality Management Victim Information Team). 2. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 3. In the absence of the FM VIC Team Leader, the VIC Information Collection Coordinator may assume the duties listed here

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	The FM VIC Team Leader: 1. Establishes the VIC 2. Manages a call center, if activated 3. Reports directly to the FM Branch Director, Group Supervisor, or designee 4. Ensures that team members properly interview families and acquaintances of victims using database forms 5. Coordinates the exchange of information between the Morgue Identification Center (MIC), the Medical Examiner/Coroner (ME/C), and the VIC 6. Coordinates with the FM Branch Director, Group Supervisor or designee, and local authorities to select a location for the VIC and call center, if activated 7. Acts as liaison with the FM Disaster Portable Morgue Unit (DPMU) Communications Coordinator on form modifications, data collection techniques, and identifications made by the MIC Team and ME/C 8. Monitors call volume surges and sets necessary staffing levels 9. Directs the team's initial focus and resources to collecting missing persons data during database installation 10. Assists the ME/C in providing current information about missing and deceased persons to the next of kin (NOK) 11. Ensures that team members handle all verbal and written communication about the deceased, NOK, and family members with discretion and confidentiality	Not Specified
EDUCATION	High school diploma or equivalent	The equivalent of a high school diploma is a certificate of high school equivalency.
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Basic Incident Command System for Initial Response, ICS-200 3. ICS-300: Intermediate Incident Command System for Expanding Incidents 4. IS-700: National Incident Management System, An Introduction 5. IS-800: National Response Framework, An Introduction 6. Psychological First Aid (PFA) Training (minimum 4 hours)	Not Specified

COMPONENT	SINGLE TYPE	NOTES
EXPERIENCE	Knowledge, Skills, and Abilities: 1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency 2. Advanced knowledge of NOK laws and coroner policies Experience: Two years of experience in investigation with an ME/C office or law enforcement agency, including direct experience with missing or deceased persons	Not Specified
PHYSICAL/MEDICAL FITNESS	1. Moderate 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations	The NIMS Guideline for the National Qualification System (NQS) defines Physical/Medical Fitness levels for NIMS positions.
CURRENCY	1. Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years 2. Background checks as applicable law permits or requires	Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history.
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified

NOTES

Nationally typed resources represent the minimum criteria for the associated category.

REFERENCES

1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the National Qualification System, November 2017
4. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders